

## Introduction

The “How to Respond to a Revision” Quick Reference Guide is designed to provide Vendors the minimum steps necessary in responding to a Revision.

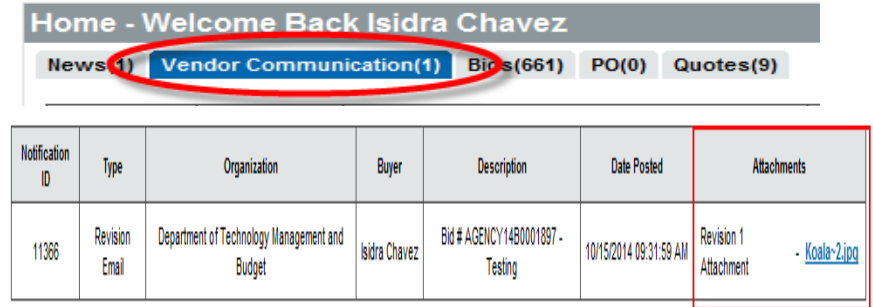
## Pre-requisites

A Vendor must have the Seller Role.

## Steps

### Step 1:

- From the Home screen once logged in, click the **Vendor Communication Tab**.
- Open the **Attachment** and save to your files to upload later when you get to the Attachments Tab process.



Home - Welcome Back Isidra Chavez

News(1) **Vendor Communication(1)** Bids(661) PO(0) Quotes(9)

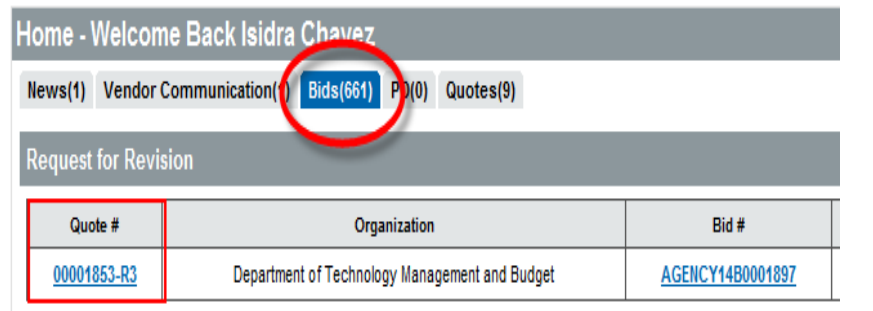
Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
11366	Revision Email	Department of Technology Management and Budget	Isidra Chavez	Bid # AGENCY14B0001897 - Testing	10/15/2014 09:31:59 AM	Revision 1 Attachment - Koala-2.jpg

### Step 2:

- Click the **Bids Tab**.

A list of Revisions will appear under the **Request for Revision** section at the top of the page.

- Click on the **Quote link** listed under the Quote # column.



Home - Welcome Back Isidra Chavez

News(1) Vendor Communication(1) **Bids(661)** PO(0) Quotes(9)

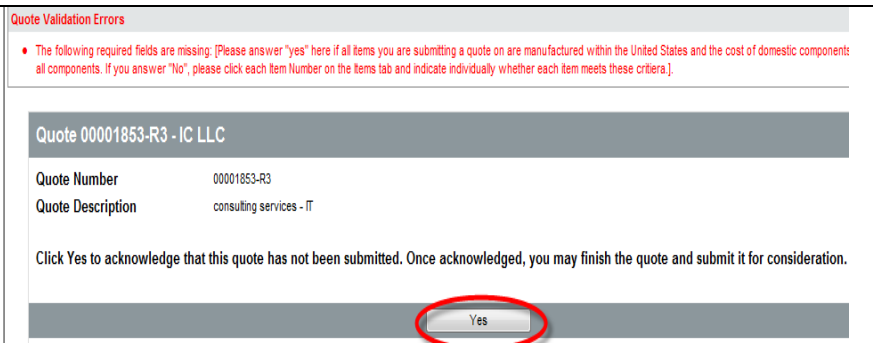
Request for Revision

Quote #	Organization	Bid #
<a href="#">00001853-R3</a>	Department of Technology Management and Budget	<a href="#">AGENCY14B0001897</a>

### Step 3:

The Quote Acknowledgment page displays.

- Click the **YES** button to acknowledge the un-submitted quote.



Quote Validation Errors

- The following required fields are missing: [Please answer "yes" here if all items you are submitting a quote on are manufactured within the United States and the cost of domestic components all components. If you answer "No", please click each Item Number on the Items tab and indicate individually whether each item meets these criteria.]

Quote 00001853-R3 - IC LLC

Quote Number 00001853-R3

Quote Description consulting services - IT

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

**Yes**

**Step 4:**

The page defaults to the **General Tab**.

- Edit any necessary fields.
- Click the **Save & Continue** button once complete.

Quote 00001853-R3 - IC LLC

**General** Items Questions Subcontractors Notes Terms & Conditions Attachments(1) Summary

Other Quotes for this bid by the same vendor: [00001853](#)

Quote #: 00001853-R3 Bid #: AGENCY14B0001897  
 Organization: Department of Technology Management and Budget  
 Status: In progress Description\*: consulting services - IT  
 Delivery Days: 0 Discount Percent: 0.0 %  
 Is "No Bid": ☐ Alternate Bid: ☐  
 Shipping Terms: F.O.B., Destination Freight Terms: FOB Destination  
 Ship Via Terms: BestWay Payment Terms: 10% Net 10  
 Promised Date: (MM/DD/YYYY)  
 Due Date for Response: 10/15/2014 10:00:00 AM

Please answer "yes" here if all items you are submitting a quote on are manufactured within the United States and the cost of domestic components exceeds 50% of all components. If you answer "No", please click each item Number on the Items tab and indicate individually whether each item meets these criteria. \*:

Date Last Updated: 09/10/2014 02:25:54 PM

**Save & Continue**

**Step 5:**

- Select the **Items Tab**.
- Edit **Unit Cost** if necessary.

**Note:** Price adjustment is necessary if the Buyer has requested a Vendor(s) for a best and final offer.

You also have the option to edit the Questions, Notes, Terms & Conditions Tabs.

Quote 00001853-R3 - IC LLC

**General** **Items** Questions Subcontractors Notes Terms & Conditions Attachments(1) Summary

Item #	Print Sequence	Questions Exist	Description				
			Quantity	UOM	Unit Cost	Discount %	Tax Rate
1	1.0	No	consulting services for IT software.				
			2.0	YR	65000.00	0.00	

Alternate Description:

Quot

**Save & Continue**

**Step 6:**

- Select the **Attachments Tab**.
- Click the **Add Attachment** button and include necessary information the Buyer has requested.

This may include the following items:

- Additional questions

Quote 00001853-R3 - IC LLC

**General** **Items** **Questions** **Subcontractors** **Notes** **Terms & Conditions** **Attachments(1)** Summary

Name	Description	Confidential	Attached By	Attached Date
<a href="#">Vendor</a>	Test attachment	<input checked="" type="checkbox"/>	Isidra Chavez	09/10/2014

**Save & Continue** **Add Attachment**

<div>regarding your quote</div> <div><ul style="list-style-type: none"><li>• Clarification of questions/answers</li><li>• Best &amp; Final offer</li><li>• Required Attachment that was not uploaded.</li><li>• Etc.</li></ul></div>													
<div>The page will refresh with your additional attachment you uploaded.</div> <div><div>Note:</div> The number in parenthesis on the <b>Attachments Tab</b> should change when an additional attachment is uploaded correctly.</div>	<div><div>Quote 00001853-R3 - IC LLC</div><div><div>General</div><div>Items</div><div>Questions</div><div>Subcontractors</div><div>Notes</div><div>Terms &amp; Conditions</div><div>Attachments(2)</div><div>Summary</div><div>Back to Bid</div></div><div><div>Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.</div></div><table><tr><th>Name</th><th>Description</th><th>Confidential</th><th>Attached By</th></tr><tr><td><a href="#">Vendor</a></td><td>Test attachment</td><td><input checked="" type="checkbox"/></td><td>Isidra Chavez</td></tr><tr><td><a href="#">Additional Attachment</a></td><td>Revision Request</td><td><input type="checkbox"/></td><td>Isidra Chavez</td></tr></table><div><div>Save &amp; Continue</div><div>Add Attachment</div></div><div>Copyright © 2014 BidSource Holdings, Inc. All Rights Reserved</div></div>	Name	Description	Confidential	Attached By	<a href="#">Vendor</a>	Test attachment	<input checked="" type="checkbox"/>	Isidra Chavez	<a href="#">Additional Attachment</a>	Revision Request	<input type="checkbox"/>	Isidra Chavez
Name	Description	Confidential	Attached By										
<a href="#">Vendor</a>	Test attachment	<input checked="" type="checkbox"/>	Isidra Chavez										
<a href="#">Additional Attachment</a>	Revision Request	<input type="checkbox"/>	Isidra Chavez										
<div><div>Step 7:</div><div><div>a.) Select the <b>Summary Tab</b> and review your updated information.</div><div>b.) Scroll down to the bottom of the screen and click the <b>Submit Quote</b> button.</div></div></div> <div>The page stays on the Summary Tab and should have a status of submitted.</div>	<div><div>Quote 00001853-R3 - IC LLC</div><div><div>General</div><div>Items</div><div>Questions</div><div>Subcontractors</div><div>Notes</div><div>Terms &amp; Conditions</div><div>Attachments(2)</div><div>Summary</div></div><div><div>Print</div><div>Submit Quote</div></div><div><div>tions</div><div>Attachments(2)</div><div>Summary</div><div>Back to Bid</div></div><div><div>Bid #:</div><div>AGENCY14B0001897</div><div>Status:</div><div>Submitted</div></div></div>												